



August 2024

Title: Junior Professional Officer – **Associate HR Strategy Officer**
Bureau/Dept/Unit: **General Secretariat/ Human Resources Management Department (HRMD)**
Supervision: HR Strategy Specialist
Duration: 2 years (with option for renewal)
Location: ITU Headquarter – Geneva, Switzerland
Grade: **P2**

ITU is the United Nations specialized agency for information and communication technologies – ICTs.

We allocate global radio spectrum and satellite orbits, develop the technical standards that ensure networks and technologies seamlessly interconnect, and strive to improve access to ICTs to underserved communities worldwide.

ITU is committed to connecting all the world's people – wherever they live and whatever their means. Through our work, we protect and support everyone's fundamental right to communicate.

Today, ICTs underpin everything we do. They help manage and control emergency services, water supplies, power networks and food distribution chains. They support health care, education, government services, financial markets, transportation systems, e-commerce platforms and environmental management. And they allow people to communicate with colleagues, friends and family anytime, and almost anywhere.

With the help of our global membership, ITU brings the benefits of modern communication technologies to people everywhere in an efficient, safe, easy and affordable manner.

ITU membership reads like a Who's Who of the ICT sector. We're unique among UN agencies in having both public and private sector membership. So in addition to our 193 Member States, ITU membership includes ICT regulators, many leading academic institutions and some 700 tech companies.

In an increasingly interconnected world, ITU is the single global organization embracing all players in this dynamic and fast-growing sector.

The JPO would be based in ITU HQ in Geneva, Switzerland, an international and exciting city that host more than 190 international organizations. Geneva host more than two thirds of all UN activities and

is visited by nearly 3000 heads of states or similar officials every year. It is a great opportunity to be based at the heart of the diplomatic world, and meet people from across the globe.

A. Organizational Unit:

The General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union. The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed action relating to the Union's future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the field. The General Secretariat provides logistical and information technology support to the Union's activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance, and strategic communications and relations with the media, different stakeholder groups as well as the general public.

Within the General Secretariat, the Human Resources Management Department (HRMD) advises the Secretary General on human resources management. It manages ITU's resources, ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. It efficiently manages the human capital of the Union; creates a stimulating and supportive work environment and encourages organizational creativity and performance measurement based on results.

B. Organizational context: (Describe the organizational setting of the post and the purpose of the post as well as any supervision given or received)

The Junior Professional Officer (JPO) will be part of ITU's dynamic, multidisciplinary human resources team. He/she will play a significant role in shaping the organization's human resources landscape, with a particular focus on advancing gender equity, promoting environmental sustainability, and managing protocol-related matters, including mission visits and subsequent follow-ups. Reporting directly to the HR Strategy Specialist, he/she will receive guidance and supervision to effectively carry out their responsibilities. This role offers a unique opportunity to contribute meaningfully to the ITU's HR practices and overall mandate.

C. Duties, responsibilities and key results expected: *(will be evaluated by Classification Officer)*

Under the supervision of HR Strategy Specialist, the Junior Professional Officer will:

- Support initiatives to enhance gender parity within ITU, overseeing the progress of HR related indicators in UN-SWAP 3.0 and ITU's Gender Equality & Mainstreaming (GEM) Plan, ensuring alignment with ITU's gender equity targets. Report on achievements and recommend strategies for continuous improvement.

- Embed environmental sustainability principles into ITU's HR practices. Contribute to fostering awareness among ITU personnel regarding environmental sustainability and building capacity to understand and implement environmental sustainability management.
- Coordinate mission visits, facilitate stakeholder engagements, and follow up on outcomes and actions required to maintain strong relationships.
- Collaborate with the HR Strategy Specialist and cross-functional teams to develop and implement HR strategies that reinforce ITU's mission, goals, and values. Ensure strategies are responsive to evolving organizational needs and best practices.
- Stay up to date with HR trends, gender equity advancements, and environmental sustainability developments. Conduct data analysis and recommend solutions to address business-critical gaps.
- Perform other related duties as assigned.

D. Work relations and contact

- The work will involve contacting all staff members of the Human Resources Management Department to exchange information and share knowledge. It will also entail reaching out to ITU staff members at all levels to gather and disseminate information. Additionally, it will involve external communication with colleagues from other international organizations to collect information, share best practices, or provide information.

E. Competencies

Core Competencies: Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

Essential Functional Competencies: Analysis, Judgement and Decision Making ☒; Client and Service Orientation ☒; Innovation and Facilitating Change ☐; Leadership ☐; Networking and Building Partnerships ☒; Planning and Organising ☒; Successful Management ☐

Essential Technical Competencies

- Knowledge of HR practices in an international setting, particularly in gender equity and environmental sustainability, would be an advantage.
- Experience in developing or implementing strategic plans is preferred.
- Excellent communication, coordination, and stakeholder management skills are essential.
- Experience in conducting data analysis would be an advantage.
- Familiarity with UN systems and ITU is desirable.

- Ability to work independently and as part of a team, demonstrating adaptability and flexibility, is required.

F. Qualifications required

1. Education:

University degree preferably in, Human Resource Management, Law, Organizational Development, Organization Psychology, Public or Business Administration, International Relations, or a related field.

2. Work experience:

At least three years of progressively responsible experience in the field of human resources management, with a particular emphasis on strategic planning, environmental sustainability, or gender equity.

3. Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage. (Under the provisions of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

G. Training and Learning Elements:

The candidate will acquire excellent knowledge and experience of:

- understanding of ITU, its structure, and its ongoing HR work;
- valuable professional experience in human resources, especially in strategic planning, environmental sustainability, or gender equity;
- in-dept knowledge of the challenges of human resources, in a multi-cultural environment and an international organization;
- a comprehensive understanding of the United-Nations principles human resources; and;
- exposure to managers and staff members of an international organization.

Learning will be structured and will take place through participation in the in ITU meetings and/or workshops, by mentoring and on-the-job training.

The post holder will be attached to a direct supervisor who will provide learning opportunities by the following means:

- on-the-job training/hands-on training;
- e-learning;
- mentoring;
- interaction with colleagues in HR and other organizational units at all levels in discussions, meetings, working groups etc.
- participating in inter-agency exchanges and discussions.